

**SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET**

Referred to Commission Committee (name) Hospitals & Health

For Commission Action on (date) May 24, 2010

A resolution approving a contract in the amount of \$240,000 with Public Health Foundation Enterprises, Inc. (PHFE) for the provision of consulting services for a business process improvement study of the Memphis and Shelby County Health Department. This item requires an expenditure of General Funds in the amount of \$240,000. Resolution sponsored by Commissioner Deidre Malone.

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

 X This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$ 240,000.00 : County CIP Funds: \$ _____

State Grant Funds: \$ _____ : State Gas Tax Funds: \$ _____

Federal Grant Funds: \$ _____

Other funds (Specify source and amount): \$ _____

Other pass-thru funds (Specify source and amount): \$ _____

Originating Department: Health Department - Community Services

APPROVAL:

Dept. Head: Johnathan Russell 544-7585 \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

Division Director: Yvonne S. Madlock 544-7583 \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

Finance Dept.: Michael A. Swift 545-4449 \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

County Attorney: Mary Bright 545-4963 \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

CAO/Mayor: James Huntzicker 545-4514 \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

ITEM NO: _____

PREPARED BY: Johnathan Russell

APPROVED BY: _____

A resolution approving a contract in the amount of \$240,000 with Public Health Foundation Enterprises, Inc. (PHFE) for the provision of consulting services for a business process improvement study of the Memphis and Shelby County Health Department. This item requires an expenditure of General Funds in the amount of \$240,000. Resolution sponsored by Commissioner Deidre Malone.

WHEREAS, That the Mayor's administration, in response to the loss of contribution from the City of Memphis Government for the funding of the Memphis and Shelby County Health department in the amount of approximately \$13.8 million dollars over the last two fiscal years, desires to ensure that the Memphis and Shelby County Health Department is addressing the needs of the community and is performing at its utmost efficiency; and

WHEREAS, That a Request For Proposal, RFP 10-001-40, Consulting Services (Local Public Health Department Business Process Improvement Study – Memphis and Shelby County Health Department) (“RFP”) was issued January 12, 2010, with a response due date of February 1, 2010; and

WHEREAS, That Public Health Foundation Enterprises, Inc. (PHFE) properly responded to said RFP by February 1, 2010; and

WHEREAS, Upon examination of all respondents, it was determined that PHFE should be selected as the vendor to award the bid to, based on their ability to specifically demonstrate outstanding capabilities in the field of Public Health, specifically relevant to the current structure of Memphis and Shelby County Health Department; and

WHEREAS, That PHFE was selected as the vendor to provide the consulting services as described in the RFP on April 7, 2010; and

WHEREAS, That Shelby County Government desires to enter into a the attached contract with PHFE for the aforementioned services commencing upon the date of execution of the contract in an amount not to exceed \$240,000 for a maximum period of four months after the date of execution of the contract; and

WHEREAS, That funds in the amount of \$240,000 are available in the FY2010 general fund operating budget 010-201201-6665 Outside Consulting Services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the contract between Shelby County Government and Public Health Foundation Enterprises, Inc. for the provision of consulting services as stated in Request For Proposal 10-001-40, Consulting Services (Local Public Health Department Business Process Improvement Study – Memphis and Shelby County Health Department) is hereby approved.

BE IT FURTHER RESOLVED, That funds in the amount of \$240,000.00 hereby appropriated from account number 010-201201-6665, Outside Consulting Services for Central Operations.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute the said contract on behalf of Shelby County Government, an executed copy of which is to be placed on file in the Contracts Administration Department.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants to the extent of appropriations made in this resolution and to take proper credit in their accounting therefore.

A C Wharton, Jr., County Mayor

Date: _____

ATTEST:

Clerk of County Commission

ADOPTED: _____

SUMMARY SHEET

I. Description of Item

Request approval of a contract with Public Health Enterprises, Inc. (PHFE), the selected vendor to RFP 10-001-40, Consulting Services (Local Public Health Department Business Process Improvement Study – Memphis and Shelby County Health Department), so that a business process improvement/analysis of the Memphis and Shelby County Health Department can be performed. This is necessary because, in light of the loss of general fund funding from the City of Memphis of approximately \$13.8 million dollars over the last two fiscal years, it is imperative to ensure that the Health Department is able to optimally meet the needs of the community and is performing at peak efficiency.

II. Source and Amount of Funding

| | |
|--------------------------------|--------------|
| Central Operations | |
| Account number 010-201201-6665 | \$240,000.00 |

III. Contract Items

- A. The contract is for an amount not to exceed \$240.000.
- B. The term of the contract is for a maximum four (4) month period from the date of execution of the contract. That periods is anticipated to be from June 1, 2010 thru September 30, 2010.

IV. Additional Information Relevant to Approval of this Item

- A. Administration recommends approval of this resolution.
- B. PHFE is a group of Public Health professionals who have performed a similar analysis of the Nashville/Davidson County Metro Public Health Department, indicating their familiarity with the Public Health environment in the state of Tennessee.